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Interim Director

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January 26, 2016

TO: Each Supervisor
FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO
ADMINISTRATIVELY AMEND CONTRACT NUMBER 77652 WITH
ACCURATE COURIER SERVICES, INC.**

This is to notify you that I am exercising the delegated authority approved by your Board on September 6, 2011, to administratively amend Contract Number 77652 with Accurate Courier Services, Inc., for the provision of laboratory courier services, to adjust the contract fuel price rate downward based on the decrease in the fuel price published in the Official Energy Statistics from the United States Department of Energy for California (DOE).

Under this authority, I will issue Administrative Amendment Number 4 to Contract Number 77652 with Accurate Courier Services, Inc., to:

Decrease the fuel price by 12.75 percent for:

- Routine Services: adjusting the price per gallon downward from \$2.97 to \$2.59, and reducing all-inclusive fixed fee per stop from \$11.99 to \$11.85.
- Non-Routine Services: adjusting the fuel price per mile downward from \$.23 to \$.20.

Pursuant to the contract, this quarterly fuel price adjustment is based on a comparison of the DOE fuel rate of \$3.122 for the month of September 2015 to the most recently published DOE fuel rate of \$2.724 for the month of December 2015 from the Fourth Quarter period of October 2015 through December 2015, effective January 1, 2016.

Each Supervisor
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County Counsel has reviewed and approved this Administrative Amendment as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:lr
DA #03520

c: Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors